

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Amendment: Item 7, 英語力 English Language Proficiency requires <input checked="" type="checkbox"/> 中級 Intermediate</p>		<b>広報番号 :</b> Announcement No.	MWR-39-09(A)
		<b>募集締切日:</b> Closing Date	8 Sep 09
		<b>発行日:</b> Date of Issue	18 Aug 09
<b>1.職種名</b> Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u> )  <h3 style="text-align: center;">Office Automation Clerk, #393</h3> <p style="text-align: center;">(オフィスオートメーションクラーク)</p> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		<b>募集人数</b> No. of Recruitment  <h2 style="text-align: center;">1 名</h2>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊</b> Activity Commander Fleet Activities, Yokosuka Moral Welfare Recreation Department, Club Operations Division Officers' Club <b>勤務場所</b> Working Place:横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( )	
<b>3.勤務時間</b> Work Schedule (週40時間制hrww) 勤務日 Work Days Monday - Friday 5 days/week (週5日制) 勤務時間 Work Hours 0800-1700 休憩 Recess Period 1 hour/day (1日1時間) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties Incumbent performs a variety of administrative duties by utilizing office automation software such as Microsoft Excel, Word, & Outlook. Prepares and submits variety of correspondence, forms, and reports related to IHA/HPT employees & club officials such as vehicle registration, renewal of ID, accident reports, etc. Compiles and maintains data such as RGRs (Report of Good Received), Mess Requisitions, and monthly data of food/beverage sales by department. Receives and screens telephone calls to determine nature of calls and if the matter can be handled personally or by other staff members. Takes reservations for events/dining rooms. Takes verbal orders for custom made cakes & food take-out orders. Ensures accurate completion of time cards for IHA (50), HPT (15), & NAF (15), total of 80 employees prior to submission to the Payroll Office. Maintains all payroll discrepancies and time card corrections. Files and maintains personnel action forms. Schedules employees with USNH for taking tests to receive Food Handling Certificates, maintains certificates and updates the data. Insures, coordinates with Club Manager and schedules all employees to attend the various training courses such as Star Service Class (mandatory), POSH Training, EEO Training, monthly safety classes. Maintains/updates training records for all IHA/HPT employees. Maintains Japanese Bulletin Board Updates as needed. 20% Interprets oral and written translations and prepares documents from English to Japanese and vice versa. Performs other related or incidental duties as assigned			
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. At least one year of general work experience or completion of 2-years junior college/2-years of technical school or 4-year degree in any field. b. Skill in operating personal computer such as Microsoft Word, Excel, etc. c. Ability to perform general clerical work. d. Ability to speak, read and write English at average proficiency level (LAD-2). e. Ability to speak, read, and write Japanese at native language level.  *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		May work on weekends and holiday for special events.
<b>9. 応募書類提出先 Office to Submit</b>  内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0 6 0 0 時より、午後 0 6 0 0 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):  （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.  <b>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:</b> 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)  <b>2. 外部（非従業員）提出先 Off Base Applicants must submit to:</b> 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
<b>10. 事務処理欄 For Official Use</b>		
POC : MWR 人事課 (MWR Personnel)		電話 046-816-3201/ (DSN) 243-3201 .
PD No.: CFAY-621-028	PD is accurate and current. <b>Certified by Activity: ky</b>	HRO: (rcvd: 8/13) jt 8/13 jt 8/18

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
 提出された応募書類はお返ししません Submitted applications will not be returned.